

# United States Probation District of Vermont

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**Career Opportunity #:** 2018-02

**Position Title:** Administrative Assistant  
Full time Permanent (FTP), Excepted Service

**Location:** Burlington, VT

**Classification Level:** Court Personnel System, CL 25

**Salary:** \$40,464 - \$65,799

**Posting date:** 4/18/2018

**Closing date:** 5/25/2018

**Area of Consideration:** Local Commuting Area

This position is located in the U.S. Probation Office in Burlington, Vermont and provides a full range of administrative support to the U.S. Probation Officers and assists in the efficient management of the agency. The Administrative Assistant reports to the Administrative Manager.

## ***DUTIES AND RESPONSIBILITIES:***

- Performs reception and intake duties; receives new case referrals from other law enforcement agencies.
- Receives, screens and refers telephone calls and visitors. Answers routine inquiries.
- Timely assists Probation Officers and Management Staff with the preparation of reports, petitions, letters, memorandums and other correspondence including formatting, typing, editing and proofreading – often under tight deadlines.
- Procures supplies, equipment, services and furnishings from government and non-government sources through new contracts, competitive bids, or existing government contracts.
- Prepare procurement documents using applicable automated financial system.
- Enters client and case data into Probation and Pretrial Services Automated Case Tracking System (PACTS). Assists in the maintenance of electronic case files.
- Scans, copies, files, date stamps case file materials. Locates files and documents. Transfers and receives case files to and from other districts.
- Generates standard reports from databases. Tracks statistics and data.
- Organizes and sets up new case files for Probation Officers in accordance with established procedures.
- Receives cross training and performs backup duties for other administrative support staff.
- Copies and delivers reports to other agencies; picks up and distributes mail.
- Runs and reads record checks through local and national databases and files.
- Performs all other duties as assigned.

## ***REQUIRED QUALIFICATIONS:***

To qualify for this position, applicants must be a high school graduate or equivalent, must have **two (2) years of general experience**, must have excellent knowledge of spelling, punctuation, and grammatical usage; WORD experience is required as well as knowledge of software and keyboarding for word

processing, data entry, email, computers, and report generation. Skill in using standard office equipment (telephones, copier, fax machines, scanners, etc.) is also required.

Additionally, applicants must have the ability to interact and communicate effectively (orally and in writing) with people of diverse backgrounds as well as with contacts at collateral agencies for the purpose of collecting information regarding offenders.

### ***COURT PREFERRED QUALIFICATIONS:***

Progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of this position. **Experience working in a legal/law enforcement environment is preferred.**

### ***BENEFITS:***

The United States Probation offers a generous benefit package to full-time permanent employee which includes:

10 Paid Federal Holidays	Thrift Savings Plan (401k style)
13 Days Paid Vacation (per year for the first three years)	Life Insurance (optional)
20 Days Paid Vacation (after three years)	Long-Term Disability Plan (optional)
26 Days Paid Vacation (after fifteen years)	Long-Term Care Insurance (optional)
13 Days Paid Sick Leave	Medical, Dental & Vision Coverage
(optional) Participation in Federal Employees Retirement System	
Health, Dependent & Commuter Reimbursement Programs (optional)	

### ***CONDITIONS OF EMPLOYMENT:***

Applicant must be a U.S. citizen or a permanent resident seeking U.S. citizenship. Positions in the Federal Judiciary are excepted service appointments, are considered "at will" and can be terminated with or without cause.

**The person selected for this position will be subject to a background investigation and will be fingerprinted.** All information provided by applicants is subject to verification. Applicants are advised that false statements or omission(s) of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

The applicant selected must abide by the [Code of Conduct for Judicial Employees](#) and [The Charter for Excellence](#). Demonstrate sound ethics and good judgment at all times; and must display a careful and deliberate approach in handling confidential information in a variety of contexts.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

**Qualified persons interested in being considered for this position should electronically submit via e-mail a cover letter specifying qualifications in relation to the position, a resume and an [AO 78, Federal Judicial Branch, Application for Employment](#) in PDF format addressed to: Dori Greene, Administrative Manager; at this email: [employment@vtp.uscourts.gov](mailto:employment@vtp.uscourts.gov)** Application packets will not be considered complete unless all items listed above are included. Only one (1) application per candidate will be accepted for this announcement. Travel and relocation expenses will not be reimbursed.

The Court reserves the right to amend or withdraw any announcement without written notice to applicants. The Court reserves the right to conduct interviews at any time prior to or after the closing date for receipt of applications. Only applicants selected to receive an interview will be notified by phone or e-mail.

**The United States Probation Office is an Equal Opportunity Employer.**